

## Claims

1. A computer system for use in managing the planning of meetings, said computer system comprising:

at least one input device;

at least one display;

at least one processor;

means for receiving meeting identification data from a planner through said input device;

means for receiving meeting scheduling data;

means for receiving resource data for resources required for a meeting;

means for generating a request for proposal to send to a supplier of said resource;

means for receiving proposal data from said supplier;

means for tracking said request for proposals and said proposal data from said supplier;

means for creating a budget for said meeting;

means for receiving financial data for said meeting;

means for receiving registration data for said meeting;

means for storing data, said data comprising at least one member of the group consisting of meeting identification data, meeting scheduling data, resource data, request for proposal, proposal data, budget, and registration data; and

means for generating a report based on said stored data.

2. The system as recited in claim 1 wherein said means for receiving registration data is coupled to said input device, and wherein said registration data is entered into said registration unit through said input device.

3. The system as recited in claim 2 further comprising a link to a global informational network.
4. The system as recited in claim 3 wherein said means for receiving registration data comprises an input device coupled to said link to said global informational network.
5. The system as recited in claim 1 further comprising a link to a global informational network.
6. The system as recited in claim 1 wherein said dynamic financial data comprises at least one member of the group consisting of forecasted costs, actual costs, forecasted income and actual income.
7. The system as recited in claim 1 further comprising:  
a database containing information about suppliers for said meeting; and  
means for searching said database.
8. The system as recited in claim 1 further comprising means for consolidating said stored data from two or more meetings.
9. The system as recited in claim 8 wherein said means for generating a report based on said

stored data generates at least one report containing said consolidated data.

10. The system as recited in claim 1 wherein said means for generating a report based on said stored data generates at least one report containing financial data categorized according to one or more of the following supplier categories: food and beverage, meeting room rental, guest room rental, audio-visual equipment rental, equipment rental, printing, advertising, air travel, car rental, insurance, and staffing.

11. The system as recited in claim 10 wherein said financial data comprises meeting spending data for an organization.

12. The system as recited in claim 1 wherein said meeting scheduling data comprises information regarding cancelled meetings.

13. The system as recited in claim 12 wherein said means for generating a report based on said stored data generates a report comprising at least one member of the group consisting of: guest rooms for said cancelled meetings, meeting space for said cancelled meetings, transportation tickets for said cancelled meetings, and event tickets for said cancelled meetings.

14. The system as recited in claim 1 further comprising: a search unit, wherein said means for searching said stored data.

15. A method for managing the planning of meetings, said method comprising:
  - receiving scheduling data for a meeting;
  - storing said scheduling data;
  - creating a budget for said meeting;
  - storing said budget;
  - receiving data related to a required resource for said meeting;
  - storing said data related to said required resource;
  - generating a request for proposal for provision of said required resource;
  - storing said request for proposal;
  - receiving a proposal from a supplier to provide said required resource;
  - storing said proposal;
  - importing data from said proposal into said budget;
  - collecting financial data for said meeting;
  - storing said financial data;
  - importing said financial data into said budget; and
  - reconciling said financial data, said proposal data and said budget.
  
16. The method as recited in claim 15 wherein said financial data comprises at least one member selected from the group consisting of: actual costs, forecasted costs, forecasted income, and actual income.
  
17. The method as recited in claim 15 further comprising:

generating a report summarizing selected data related to said meeting, said data selected from the group consisting of meeting history, total meeting costs, total meeting income, meeting costs by category, meeting income by category, meeting costs by supplier, total actual meeting costs, total actual meeting income, actual meeting income by category, attendance, schedule of events, destination costs, and destination income.

18. The method as recited in claim 15 wherein said scheduling data comprises at least one member of the group consisting of meeting dates, event dates, meeting time of day, and event time of day.

19. The method as recited in claim 15 wherein said budget data comprises at least one member of the group consisting of forecasted costs, actual costs, forecasted income and actual income.

20. A method as recited in claim 15 further comprising:

generating a report containing financial data arranged into one or more categories selected from the group consisting of food and beverage, meeting room rental, guest room rental, audio-visual equipment rental, equipment rental, printing, advertising, air travel, car rental, insurance, and staffing;

negotiating reduced pricing with one or more suppliers in one or more of said supplier categories based on said financial data;

negotiating for the provision of complimentary goods and services from one or more

suppliers in one or more of said supplier categories based on said financial data with one or more suppliers in one or more of said supplier categories; and

comparing said financial data to said budget.

21. The method as recited in claim 20 wherein said financial data comprises meeting spending data for an organization.

22. The method as recited in claim 15 further comprising:

receiving cancellation data for a meeting; and

storing said cancellation data.

23. The method as recited in claim 15 further comprising:

consolidating all stored data.

24. A computer program product comprising:

a computer usable medium having computer readable code embodied therein for managing the planning of a meeting;

a computer readable program code configured to cause a computer to receive input that defines parameters for a meeting;

a computer usable medium having computer readable code embodied therein for creating a budget for a meeting;

a computer readable program code configured to cause a computer to receive input that

defines a required resource for a meeting;

a computer readable program code configured to cause a computer to generate a request for a proposal from a supplier to provide said required resource for a meeting;

a computer readable program code configured to cause a computer to receive data from a proposal from a supplier to provide said required resource for a meeting;

a computer readable program code configured to cause a computer to generate a forecast of costs for said required resource for a meeting;

a computer readable program code configured to cause a computer to receive input that indicates an actual cost from a supplier for said required resource for a meeting;

a computer readable program code configured to cause a computer to compare said budget, said forecast of costs of said required resource and said actual cost for said required resource; and

a computer readable program code configured to cause a computer to store at least one member of the group consisting of input defining parameters for a meeting, input that defines a required resource for a meeting, a request for proposal for a required resource for a meeting, a proposal from a supplier to provide a required resource for a meeting, budget, input indicating an forecast cost for said required resource for a meeting, input indicating an actual cost for said required resource for a meeting, and comparisons of a budget, forecast costs and actual costs for a required resource for a meeting.

25. The computer program product as recited in claim 24 further comprising:

a computer readable program code configured to cause a computer to generate a report

containing a set of dynamic meeting data selected from the group consisting of: meeting history, total meeting costs, total meeting income, meeting costs by category, meeting income by category, meeting costs by supplier, total actual meeting costs, total actual meeting income, actual meeting income by category, attendance, schedule of events, destination costs, and destination income.

26. The computer program product as recited in claim 24 further comprising:

a computer readable program code configured to cause a computer to produce consolidated data from said stored data from two or more said meetings

27. The computer program product as recited in claim 26 further comprising:

a computer readable program code configured to cause a computer to generate at least one report containing said consolidated data.

28. The computer program product as recited in claim 24 further comprising:

a computer readable program code configured to cause a computer to generate at least one report containing financial data categorized according to one or more of the following supplier categories: food and beverage, meeting room rental, guest room rental, audio-visual equipment rental, equipment rental, printing, advertising, air travel, car rental, insurance, and staffing.

29. The computer program product as recited in claim 24 further comprising:

a computer readable program code configured to cause a computer to connect to at least



one remote computer.

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